

FOREWARD

The Food and Drug Administration's Division of Human Resource Development (DHRD), State Training Team (STT) is pleased to provide this 2002 Catalogue of Courses and Training Materials. The courses cover a wide range of topics from seafood to dairy products, and from HACCP to vacuum packaging. Although the courses are specifically designed to address the training needs of our state and local regulatory partners, participants from FDA, other federal agencies, academia and industry are always welcome to attend.

What's new for FY 2002? This Division has created ORA U for FDA's Office of Regulatory Affairs (ORA) and you, our state and local partners. Our vision is for ORA U to function as a brokerage of learning opportunities, serving as a place for our clients to go for training needs. Both face-to-face and web-based training will be provided through this new approach. Early web-based training courses will be offered on the Food and Drug Law, basic HACCP, and Risk Management. The Tour of the FDA is available by going to the FDA web site at www.fda.gov/. Past satellite broadcast events in Food Microbiology, Foodborne Illness Investigations, Traceback Investigations, and Seafood HACCP Regulatory Training will also be brought to the web. In addition, the Basic Food Safety Information Package will be "webized". The new courses are expected to arrive in 2001 and others will be added as time goes on. All web-based training will be offered free of charge to state, and local regulators.

We are partnering with the Association of Food and Drug Officials to develop a curriculum of face-to-face and web courses for state and local regulators involved in retail food. This curriculum is consistent with standard #2 of the Retail Food Standards. Similar curricula are being developed for state and local regulators in dairy products, seafood, shellfish, and manufactured foods. We will share details of this initiative as they develop.

In addition to our on-site and web-based courses, our Division library contains an extensive amount of training materials and videos that are available for loan, including all of the past satellite courses. Please check our web page periodically for course details.

You can obtain the most current information for all STT training events and resources by checking our web site at http://www.fda.gov/ora/training/course_ora.html.

The Division of Human Resource Development has been reviewed and approved as an Authorized Provider of continuing education units, CEU's, by the International Association for Continuing Education and Training (IACET). As courses are reviewed and approved by the DHRD CEU Committee, CEU's will be awarded to course participants.

We are always looking for ways to improve our service, so please share your ideas with us. All of us look forward to the opportunity to work in cooperation with our state and local regulatory partners to provide you with quality training in support of our common public health mission.

Gary E. German
Director, Division of Human Resource
Development

NOTICE

Division of Human Resource Development will be listing the approximate number of Contact Hours an individual can earn while attending one of the training courses or alternative educational venues listed in our 2002 catalog. Listed below is an explanation of what Contact Hours are and how they will be calculated for each training course/venue in our catalog. DHRD, of the Food and Drug Administration, has been reviewed and approved as an authorized provider by the International Association for Continuing Education and Training (IACET) to provide CEU's to participants for courses that meet these requirements. At the time of printing, course applications for CEU's are pending approval.



Contact Hours means face to face instructional time and/or time allotted for course related assignments such as pre-course exercises or homework. Contact hours will be available for attendance at formal training courses or for work on alternative educational venues such as self-study or computer based training.

An individual will earn 1 Contact Hour for each hour spent receiving instruction in the classroom or working on an alternative educational venue.

10 contact hours are required to earn 1 CEU (Continuing Education Unit)

Course Numbering System for DHRD & STT Training Course Registrar

All DHRD and STT courses have been assigned a course number beginning with two letters followed by a four-digit number. The two letters of the course number indicate the program area and the first number denotes the level, which ranges from 1 to 5.

Program Areas:

FD Human Food
CM Communications
RH Radiological Health

Course Level Code Ranges from 1 to 5

1 designates a **100 Level**
2 designates a **200 Level**
3 designates a **300 Level**
4 designates a **400 Level**
5 designates a **500 Level**

Example Using the New System:

Course Program Area	Level (100-500)	Specific Course (001-999)
FD	3	013

FD5108 is a 500 Level training course in the food program area, titled "Advanced Milk Processing".

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STATE TRAINING TEAM
POLICIES AND PROCEDURES FOR ATTENDING TRAINING COURSES

1. Courses are presented tuition free and are open on a national and international basis. Travel and per diem are at the expense of the attendee's agency. A modest fee may be assessed by the sponsoring state agency to cover the costs of course incidentals.
2. Application for attendance should be made directly with the state sponsoring agency at least 60 days in advance of the course. The state's registration contact and phone numbers for each course are listed in this catalog.
3. Application should be made directly to the registration contact, by using a copy of the student registration form on the following page.
4. Courses are designed to meet the specific learning needs of the sponsoring agency. Course content, length, and dates are jointly agreed to by the sponsoring agency, FDA regional staff and the State Training Team. Applicants will be notified in writing by the sponsoring state agency of acceptance to the course.
5. A majority of the course enrollment will be reserved for the sponsoring state agency. The remaining portion of the enrollment will be open to regulatory applicants other than the sponsoring state agency's locality. Academia and industry applicants will be accepted when all regulatory requests have been filled.
6. Courses are conducted by the State Training Team in conjunction with the appropriate FDA Regional Office and sponsored by a state/local regulatory agency.
7. The course schedule and any changes to the schedule will be posted on our web site at http://www.fda.gov/ora/training/course_ora.html.
8. **Please note:** We are utilizing a new registration form this year. All participants must complete the form found on the next page and send it to the Registration contact for each course. All information on the attached form will be kept confidential. You may duplicate the attached form if additional copies are needed.

TRAINING AND NATIONAL PROGRAM STANDARDS

In April of 1998, the Food and Drug Administration at the conference for Food Protection unveiled its Recommended National Retail Food Regulatory Program Standards. The purposes of these standards are to serve as a guide to regulatory retail food program managers in the design and management of a retail food program and to provide a means of recognition for those programs that meet these standards. The intent in the development of these standards is to establish a basic foundation in design and management of a retail food program.

Training COURSES IN THIS CATALOG RELATING TO RETAIL FOOD ARE IN CONCERT WITH “FDA’s Recommended National Retail Food Regulatory Program Standards”. (Draft June 2001)

There are nine recommended standards:

1. Regulatory Foundation
2. Trained Regulatory Staff
3. Inspection Program based on HACCP Principles
4. Uniform Inspection Program
5. Foodborne Illness Investigation and Response
6. Compliance and Enforcement
7. Industry and Community Relations
8. Program Support and Resources
9. Program Assessment

Standard #2, Trained Regulatory Staff applies to having the knowledge, skills, and ability to adequately perform their required duties. One hundred percent (100 percent) of the inspection staff shall comply with each of the following items.

Within 18 months of employment or assignment of the retail food program, the regulatory staff conducting inspections of retail food establishments must satisfactorily complete training that includes the following components:

1. Prevailing statutes, regulations, ordinances;
2. Public Health Principles;
3. Communication skills;
4. Microbiology;
5. Epidemiology;
6. HACCP

Credit for each component may be gained by providing documentation of previous training (college courses, military training, etc.) Satisfactory completion of each training component is documented in the individual’s training plan. (See www.fda.gov for an Example Training Plan)

Within 12 months of employment or assignment to the retail food program, the regulatory staff conducting inspections of retail food establishments must satisfactorily complete initial field training as described below. Initial field training includes:

1. Twenty five joint inspections; and
2. Twenty five independent inspections

Field training consists of at least twenty-five training inspections with a trainer who has successfully completed all training elements required by this standard. After completing the joint training inspections, the candidate completes at least twenty-five independent inspections of the various types of retail food establishments regulated by the jurisdiction.

Within 18 months of employment or assignment to the retail food program, staff conducting inspections of retail food establishments must satisfactorily complete eight joint inspections with a “training standard” using a process similar to the *FDA Procedures for Standardization and Certification of Retail Food Inspection/Training Officer*. The standardization procedures shall determine the inspector’s ability to apply the knowledge and skills obtained from the training curriculum, and address the five following performance areas: 1) Good Retail practices, 2) Risk based inspections, 3) Application of HACCP, 4) Inspection equipment, and 5) Communication.

Continuing standardization shall be maintained by performing six joint inspections with the “training standard” every three years.

Each employee conducting inspections accumulates 20 contact hours of continuing education every 36 months after the initial training (18 months) is completed. The candidate qualifies for 1 contact hour for each hour’s participation in any of the following activities:

1. Attendance at regional seminars / technical conferences;
2. Professional symposiums / college courses;
3. Workshops;
4. Food related training provided by government agencies

For more information about these Standards access FDA’s web site at <http://vm.cfsan.fda.gov/ear/retail.html> (then click on FDA-‘s Recommended National Retail Food Regulatory Program Standards).

For State Training Team Courses, access the FDA’s web site at http://www.fda.gov/ora/ora_home_page.html (then click on Federal State Relations, then click on State Training courses), or use a direct web site at http://www.fda.gov/ora/training/course_ora.html.

NEW COURSE

CM 1001 Communication Skills for Regulators A Satellite Broadcast

Date: October 3 & 4, 2001

Course Description: This course will be presented using a variety of formats such as, presentations, video dramatizations, interactive Q & A, and on site exercises. Topics may include but are not limited to oral communication skills, cross cultural communications, conflict resolution, negotiation skills, and problem solving techniques. The major emphasis for utilization of these skills will be towards achieving voluntary compliance.

We expect to partner with other agencies, associations, industry and academia in developing this course.

Please note that satisfactorily completing this course is expected to satisfy one of the curriculum components of FDA's Recommended National Retail Food Regulator Program Standards.

Audience: Primary: Sanitarians/inspectors/investigators whose responsibilities include working in retail food establishments and/or shellfish/milk, dairy plants.

Secondary: Other regulators wishing to sharpen their communication skills.

Objectives: Upon completion of this course, participants will be able to:

1. Identify and apply elements of effective communication in a field environment.
2. Identify and avoid potential communication barriers.
3. Manage conflicts and properly handle volatile situations.

GOAL: Improve verbal communication skills for regulators in increase voluntary compliance.

Course Level: Intermediate

Course Duration: 2 days

Registration: Registration details are posted on our web site at www.fda.gov/ora/training/course_ora.html and click on satellite events. If you missed the broadcast and are interested in viewing the videotapes, complete and fax the audio/visual request form located in the library of training materials section of the catalog. If you do not have access to the Internet and you have a question, send a fax to: Satellite Courses/Communication Skills Satellite Broadcast at (301) 594-1966 and a member of our staff will get back to you.



COURSES AVAILABLE FOR LOAN THROUGH OUR LENDING LIBRARY

Cited below and on the next few pages are courses that are available for loan through our lending library. The courses are to be given by training state/local/federal facilitators that have already completed the original satellite course. The state/local/federal course facilitator will be responsible for facilitating the entire course and will be provided with the course videos, book(s), exams and answer key forms. Upon completion of the course, the state/local/federal facilitator will return the exams and answer keys to our library. Individuals interested in taking one of these courses should work with their training officers to make arrangements.

FD 2049 Seafood HACCP Regulatory Training Program

Course Description: A 2-day Seafood HACCP Regulatory training course designed to assist the regulator in determining if the firm/operator is in compliance with the new Seafood HACCP regulation, 21 CFR 123.

Audience: Federal, state and local regulators conducting seafood inspections.

Course Level: Intermediate

Objectives: Upon completion of this course, participants will be able to:

1. Apply the HACCP principles to inspection.
2. Evaluate industry written HACCP plans.
3. Evaluate records as they pertain to the new Seafood HACCP regulation, (21 CFR 123).

Course Duration: 2 days

Prerequisite: Students are urged to first complete the 3 day Seafood HACCP Alliance Training Course delivered by the Association of Food and Drug Officials (AFDO) at (717) 757-2888.

Registration: Work with your state and local training officers and have them contact our Division Library at (301) 594-3682.

Library Reference: VH5031

FD 2040 Seafood HACCP Encore Course

Course Description: A 1 day HACCP course specifically designed for seafood processors that have had significant HACCP deviations noted during an inspection or are having difficulty in understanding HACCP as it pertains to their product or process. It is also valuable to seafood inspectors who would like further training in HACCP and sanitation monitoring, and is interested in the latest policy decisions. The course consists of a series of taped lectures covering hazard analysis, HACCP plan development, sanitation monitoring, and provides for classroom discussion, practical exercises, and one-on-one assistance.

Audience: Seafood processors, federal, state, and local regulators conducting seafood inspections.

Course Level: Intermediate

Objectives: Upon completion of this course, participants will be able to provide:

1. Assistance to the seafood industry in complying with FDA's seafood HACCP regulation.
2. HACCP and sanitation monitoring training to seafood inspectors.
3. Current FDA policy regarding seafood HACCP

Course Duration: 1 day

Prerequisite: There is no prerequisite to this program, however, it is recommended that attendees have been to some previous HACCP training such as the 3 day Seafood HACCP Alliance Training Course that was delivered by the Association of Food and Drug Officials.

Registration: Work with your local FDA or State office and have them contact our Division Library at (301) 594-3682.

Library Reference: VH11149

FD 2001 Food Microbiological Control Course

Course Description: The course provides information and demonstrate the application of basic microbiology, Good Manufacturing Practices (GMPs), retail Food Code, other related codes, and sanitation practices when conducting food inspections at the processing and retail levels. Participants will enhance their ability to identify potential food hazards, evaluate the adequacy of and discuss the proper control methods of these hazards.

Audience: Federal, State and local investigators, inspectors, Sanitarians, and microbiologists who routinely conduct food processing and/or retail inspections, including retail food, milk, shellfish and Interstate Travel Programs.

Course Level: Introductory to Intermediate.

Objectives: Upon completion of this course, participants will be able to:

1. Identify a potentially hazardous food, the hazards associated with that food and the proper control methods applicable at the food processing and retail levels.
2. Discuss the potential hazards associated with foods and the proper control methods with management at both the food processing and retail levels.
3. Apply knowledge of potentially hazardous foods, the hazards associated with that food, control methods, and the GMPs or retail Food Code to determine the adequacy of control when conducting food inspections at the processing and retail levels.

Course Duration: 3 days

Registration: Work with your state and local training officers and have them contact our Division Library at (301) 594-3682.

Library Reference: VH17,000

FD 2027 Foodborne Illness Investigations

Course Description: This course is presented using a variety of formats such as videotaped presentations and dramatizations, along with coach assisted onsite team exercises to apply and reinforce the learning material. Topics include surveillance, initiating & conducting investigations, food preparation review, case definitions, hypotheses, laboratory, descriptive & analytic Epidemiology, interpretation of data and the final report. A comprehensive exam is administered at the conclusion of this course.

Audience: Federal, state and local public health professionals who investigate foodborne illness such as, investigators, inspectors, Sanitarians, public health nurses, and laboratory personnel (an epidemiologists to assist as facilitators/coaches for team exercises).

Course Level: Intermediate to Advanced.

Objectives: Upon completion of this course, participants will be able to:

1. Apply the principles and concepts of epidemiology to investigations of food borne illness.
2. Work as part of a team during foodborne illness investigations:
 - Identify team member's roles and responsibilities
 - Develop cooperation and networking between departments: environmental, epidemiology and laboratory, and collaborating agencies.
3. Identify the necessity for rapid response during foodborne illness investigations.
4. Improve local, regional and national surveillance methods by sharing information.

Course Duration: 3 days

Prerequisite Recommendations:

1. Food Microbiological Controls Course or a background in microbiology.
2. CDC's self-study course "Principles of Epidemiology, Second Edition".

Registration: Work with your state and local training officers and have them contact our Division Library at (301) 594-3682.

Library Reference: [VH 18,000](#)



FD 2029 Traceback Investigations

Course Description: This 2-day course utilizes epidemiology and foodborne illness investigations of implicated food to their source. A variety of formats such as presentations, video dramatizations, interactive Q&A session, and coach assisted onsite team exercises are utilized. A comprehensive exam is administered at the conclusion of this course.

Audience: Federal, state and local public health professionals that will be called upon to assist their department or agency with intra or interstate foodborne illness investigations that result in the need for traceback of the food item to its source.

Course Level: Intermediate

Objectives: Upon completion of this course, participants will be able to:

1. Conduct and/or lead traceback team investigations, collect information, analyze data and draw conclusions.
2. Coordinate traceback efforts with other jurisdictions, departments or districts along with the sharing of information.
3. Identify the necessity for rapid response during epidemiological investigations.

Course Duration: 2 days

Prerequisite Recommendations:

The Foodborne Illness Investigations satellite course or previous experience in these investigations.

Registration: Work with your state and local training officers and have them contact our Division Library at (301) 594-3682.

Library Reference: VH19,000

Course Resource Materials

1. Basic Food Safety Information Package

A Basic Food Safety Information Package designed for Entry Level Sanitarians has been added to the lending materials in our Division Library. The Food Safety Information Package is designed for entry level Sanitarians working in the Food Program area. The purpose of the package is to provide basic learning materials and resource listings for key topics that entry-level sanitarians must be familiar. The package includes a book, 8 videos, 6 disks and 21 transparencies to supplement the narrative material in the book.

A CD-ROM is also included with the package, which contains all the narrative materials in the book. You may make a copy of this disk for your office to use. Please use the order form in the library section of the catalog to request these materials for review. The lending library number for this package is VH3027.

2. Regional Assisted Training System (Course-in-a-box)

STT Milk related courses are currently being offered under this system are: FD3101, FD3102, and FD3105. These courses are available upon request by the FDA Regional Milk Specialists. Under this system the FDA's State Training Team will provide materials and assistance for FDA Regional Milk Specialists to facilitate and instruct the entire course.

- STT Training materials provided include the applicable manual(s), current edition of the Regulations, slides, overheads, recommended agendas, name tags, place cards, and Certificates of Completion. The Region in accordance with these specific course objectives and the state's needs may augment materials.
- At the conclusion of the training course, the specialist is expected to provide the FDA's State Training Team a complete list of course participants, original Course Critiques, and a Course Report. In addition, all training materials provided are to be returned to the STT within one week.
- In order to receive official STT certificates the RATS must be equivalent in training hours and course content to the current course offered by the State Training Team.
 - Requests for RATS training must be submitted in writing, directly to the Regional Milk Specialist.

3. Food Code Training Materials

Training materials developed for the food Code Train-the-Trainer course are available in the lending library. Materials include a CD-ROM containing chapter objectives and outline, slide presentations with discussion points, handouts, exercises, and answers to be used in delivering local training. Slide presentations are in Microsoft's PowerPoint '97 and the other training materials are in Microsoft's Word '97. PowerPoint and Word viewers are also provided on the CD-ROM. A hard copy of all the CD-ROM contents with 35-mm slides (446 slides) are available for loan.

Library reference: VH14002

COURSE OFFERINGS, DESCRIPTIONS AND REGISTRATION CONTACTS

New Course

Title

FOOD

FD1004	Food Processing and Distribution
FD1006	Effective Enforcement
FD1008	Temporary Food Establishments
FD1012	Food Code
FD1025	Fundamentals of Foodborne Illness Investigations
FD2002	Acidified Foods
FD2007	Plan Review
FD2010	Retail Food Protection
FD2013	Food Code Train the Trainer
FD2014	Electronic Inspection System
FD2015	Applications of HACCP Principles at Retail
FD3009	Food Preservation
FD3016	Preparation for Retail Food Standardization
FD4050	Food Safety Partnership (Alliance) Development

MILK

FD3104	Laboratory Examination of Dairy Products
FD3101	Milk Pasteurization Controls and Tests
FD3102	Milk Plant Sanitation and Inspection
FD3103	State Milk Laboratory Evaluation Officers Workshop
FD3105	Dairy Farm Sanitation and Inspection
FD5107	Special Problems in Milk Protection
FD5108	Advanced Milk Processing

SEAFOOD/SHELLFISH

FD1050	Inland Shellfish Program
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RADIOLOGICAL HEALTH

RH2003	Selected Topics In Radiological Health
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COMMUNICATIONS

CM1001	Communication Skills for Regulators
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COURSE ABSTRACTS

FOOD

FOOD PROCESSING AND DISTRIBUTION FD 1004

Course Description: This 3-day course is developed for those regulatory officials involved in carrying out sanitation inspections and sampling in food processing establishments. This course is designed to address the topics that meet the needs of the state sponsor. Those completing the course should be able to apply the information received into their inspection.

Audience: State and local field and laboratory investigators, environmental health personnel, supervisory personnel, and administrative officials responsible for the enforcement of public health law, regulations and ordinances.

Objectives: Upon completion of this course, participants will be able to:

1. Explain the regulations pertaining to general plant sanitation and processing
2. Identify proper plumbing apparatus
3. Identify microorganisms or public health concern
4. Show participants proper food inspectional and sampling techniques

Course Level: Introductory

Course Duration: 3 days

Contact Hours: 15

CEU Credits: 1.5 (Application Pending approval)

Enrollment is limited to 50

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
11/27-29/01	Topeka, KS	Michael Parsons 785-369-7261	Jill Sooter 301-594-3786

FOOD

EFFECTIVE ENFORCEMENT FD1006

Course Description: The course emphasizes the methods and procedures employed by state and local regulatory officials to observe, record, collect and preserve evidence and provide insight into the role of the witness in the courtroom. The host agency will present topics on state law, regulations, and administrative procedures. Methods of instruction may include group exercises and role-playing.

Audience: State and local field and laboratory investigators, environmental health personnel, supervisory personnel, and administrative officials responsible for the enforcement of public health law, regulations and ordinances.

Objectives: Upon completion of this course, participants will be able to:

1. Explain principles and concepts behind compliance and enforcement.
2. Observe, record, collect and preserve evidence.
3. Identify state and/or specific requirements regarding enforcement procedures.
4. Describe the role of the witness in the courtroom.

Course Level: Introductory

Course Duration: 2 – 3 days

Contact Hours: 12 - 15

CEU Credits: 1.2 – 1.5 (Application is pending approval)

Enrollment is limited to 60

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
08/20-22/02	Springfield, IL	TBA	Michael Gillenwater 301-594-3857

FOOD

TEMPORARY FOOD ESTABLISHMENTS FD1008

Course Description: The purpose of this course is to outline the key elements for conducting thorough application reviews and inspections of temporary food establishments. Emphasis will be placed on proper design and location of food storage, preparation and serving operations and sanitary facilities. Methods of instruction include lectures with hands-on group exercises and discussion to reinforce basic concepts.

Audience: Federal, state and local regulators conducting application reviews and inspections of temporary food establishments.

Objectives: Upon completion of this course, participants will be able to:

1. Apply the standards found in the “Pre-Operational Guide for Temporary Food Establishments” to perform reviews of applications from site coordinators and vendors.
2. Conduct menu reviews.
3. Perform pre-operational and operational inspections of temporary food establishments.

Course Level: Introductory

Course Duration: 2-1/2 days

Contact Hours: 13 hours

CEU Credits: 1.3 (Application is pending approval)

Enrollment is limited to 50

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
11/7-9/01	Bloomington, IL	Jim Bloom 217-785-2439	Clint Chamberlain 301-594-3588
03/12-14/02	Louisville, KY	Kathy Fowler 502-564-7181 ext. 3715	Jill Sooter 301-594-3786
04/02-04/02	Providence, RI	Susan Wallace 401-222-7734	Clint Chamberlain 301-594-3588
05/01-03/02	Cedar Lakes, WV	Michelle Cochran 304-367-2753	Jim Fear 301-594-2388
05/07-09/02	Troy/Syracuse, NY	Barbara Gerzonich 518-402-7600	Clint Chamberlain 301-594-3588
06/04-06/02	New Haven/Hartford, CT	Roger Mshar 860-509-7297	Clint Chamberlain 301-594-3588
06/05-07/02	Indianapolis, IN	Leonard Bray 317-233-7360	Jim Fear 301-594-2388

FOOD

FOOD CODE FD1012

Course Description: The course will consist of training on the Food code and the public health rationale for the Code provisions to prepare regulators for application of the Food Code to “retail” food establishments. Topics include management, employee health, food, equipment, water, plumbing, waste, physical facilities, poisonous/toxic materials, compliance and enforcement. Course subject matter can vary based on local needs. Methods of instruction include lectures, video, discussions and exercises.

Audience: Federal, state and local regulators conducting inspections of retail food establishments.

Objectives: Upon completion of this course, participants will be able to:

1. Evaluate a food establishment for compromises in food safety based on the code, public health rationale and science.
2. Discuss various means of corrective action.

Course Level: Introductory

Course Duration: 2-3 days

Contact Hours: 17

CEU Credits: 1.7 (Application pending approval)

Enrollment is limited to 60 (larger groups may be accommodated through modifying course delivery)

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
10/18-19/01	Modesto, CA	Jeff Lineberry 916-327-6905	Jim Fear 301-594-2388
10/15-16/01	Alameda, CA	Jeff Lineberry 916-327-6905	Jim Fear 301-594-2388
10/24-25/01	San Diego, CA	Jeff Lineberry 916-327-6905	Jim Fear 301-594-2388
TBA	Des Moines, IA	Judy Harrison 515-281-6538	Jim Fear 301-594-2388

FOOD

FUNDAMENTALS OF FOODBORNE ILLNESS INVESTIGATIONS FD1025

Course Description: The course primarily focuses on the sanitarian/inspector's roles in the foodborne outbreak investigation in conjunction with the other players on the team such as the laboratory, nursing and epidemiology departments. Course subject matter will vary based on local needs. Methods of instruction include lectures, discussions and hands-on problem solving exercises.

Audience: Federal, state and local regulators conducting or assisting with foodborne illness investigations.

Objectives: Upon completion of this course, participants will be able to:

1. Interpret surveillance data, preplan for the next investigation and when to initiate a foodborne illness investigation.
2. Assist with the environmental investigation:
 - a. Interview food service personnel
 - b. Conduct a food preparation review assessing preparation procedures for opportunities of microbial contamination, growth, survival or death of foodborne pathogens.
 - c. Collect laboratory samples.
3. Assist in questionnaire development and implementation, and state the purpose and difference between case definitions and hypotheses.

Course Level: Introductory

Course Duration: 3 days

Contact Hours: 15 hours

CEU Credits: 1.5 (Application pending approval)

Enrollment is limited to 50

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
11/27-29/01	Salt Lake City, UT	Tim Lane 801-538-6755	Jim Fear 301-594-2388
03/11-12/02	Boise, ID	Mary Valentine 208-334-5936	Jim Fear 301-594-2388
05/14-16/02	Honolulu, HI	Allen Gelfius 808-586-4725	Jim Fear 301-594-2388

FOOD

ACIDIFIED FOODS FD2002

Course Description: This 1-1/2 – 2 day course emphasizes the current acidified food regulations. The course content can be “tailored” to meet the needs of the sponsoring state. The content should include the following basic topics: basic acidified food microbiology, overview of 21 CFR Parts 108.25 and 114 Acidified Food Regulations, FDA registration and process filing, establishment of the acidification process, critical control points in the acidification process, documentation of process delivery, container integrity, and assistance to the small manufacturer.

Audience: Sanitarians, investigators, inspectors, extension agents and other regulators involved in inspecting or advising the acidified food industry.

Objectives: Upon completion of this course, participants will be able to:

1. Identify the requirements of an acidified food
2. Differentiate between a low acid food and an acidified food

Course Level: Intermediate to Advanced

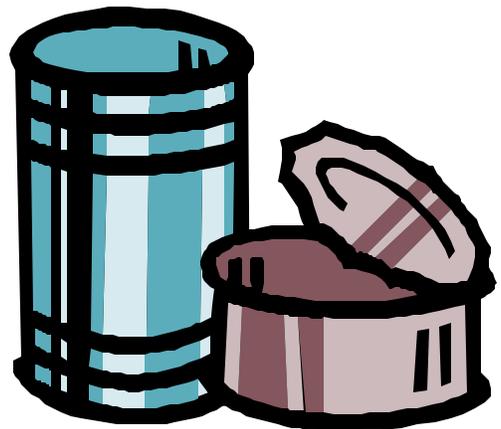
Course Duration: 1 – 2 days

Contact Hours: 5 – 12 hours

CEU Credits: .5 – 1.2 (Application pending approval)

Enrollment is limited to 40

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
12/12-13/01	Boston, MA	Beth Altman 617-983-6769	Jill Sooter 301-594-3786



FOOD

PLAN REVIEW FD2007

Course Description: The purpose of this course is to teach the basics of plan review with an emphasis on reducing foodborne illnesses resulting from poor facility design. Methods of instruction include lectures with hands-on group exercises and discussion to reinforce basic concepts.

Audience: State and local regulatory officials who are responsible for the plan review of food service establishments, retail food stores, and other food service operations.

Objectives: Upon completion of this course, participants will be able to:

1. Demonstrate an ability to read blueprints
2. Identify health hazards and make corrective recommendations related to ventilation, plumbing, finishing, lighting, equipment and storage.
3. Write stipulations and communicate hazards to facility managers

Course Level: Intermediate to Advanced

Course Duration: 3 days

Contact Hours: 17 hours

CEU Credits: 1.7 (Application pending approval)

Enrollment is limited to 40

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
01/29-31/02	San Juan, PR	Rita Goytia 787-274-7812	Clint Chamberlain 301-594-3588
08/06-08/02	Oklahoma City, OK	Rocky MacLveny 405-271-5243	Clint Chamberlain 301-594-3588
09/10-12/02	Florence/Eugene, OR	Bill Emminger 503-872-6762	Clint Chamberlain 301-594-3588

The Division of Human Resource Development of the Food and Drug Administration has been reviewed and approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET) and has awarded 1.8 CEU's to participants that successfully complete this program.



FOOD

RETAIL FOOD PROTECTION FD2010

Course Description: This course emphasizes current food technology and topics relevant to restaurants, grocery stores, temporary food establishments, vending machine operations. It should include food preparation procedures, inspection techniques, and local state/model food code requirements. The specific subject matter will vary based on local needs. Methods of instruction include lectures, discussions, case studies, exercises, and/or visit a food establishment. Topics may include food microbiology, epidemiology, cleaners and sanitizers, food sources (including ethnic foods), pest management, facility structural requirements, packaging technology, and applications of HACCP principles at retail.

Audience: Federal, state and local regulators conducting inspections of retail food establishments.

Objectives: Upon completion of this course, participants will be able to:

1. Identify hazards and corrective actions related to inspections of retail food establishments
2. Describe regulatory updates and technological advances in retail food establishments
3. Successfully communicate hazards and corrective actions related to inspections of retail food establishments
4. Identify regulatory requirements related to grocery stores, temporary food establishments, vending machines, and mobile food establishments

Course Level: Introductory to intermediate

Course Duration: 3 days

Contact Hours: 15 hours

CEU Credits: 1.5 (Application pending approval)

Enrollment is limited to 60

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
11/13-15/01	Brooklyn, NY	TBA	Michael Gillenwater 301-594-3857
01/15-17/02	Virginia	TBA	Michael Gillenwater 301-594-3857
02/12-14/02	North Carolina	TBA	Michael Gillenwater 301-594-3857
03/12-14/02	Florida	TBA	Michael Gillenwater 301-594-3857
06/11-13/02	Sioux Falls, SD	David Milklos 605-773-3364	Michael Gillenwater 301-594-3857
09/17-19/02	Tacoma, WA	TBA	Michael Gillenwater 301-594-3857

FOOD

APPLICATION OF HACCP PRINCIPLES AT RETAIL FD2015

Course Description: This course is designed to allow participants an opportunity to explore the various ways that HACCP concepts can be applied in retail food programs. Topics will include the description of HACCP applications in routine inspectional work, HACCP studies, and examples of applications from various jurisdictions.

Participants will practice analyzing menus to determine potential hazards and critical control points. Emphasis will be placed on interviewing techniques that allow gathering of information in restricted inspectional time frames. This course is designed to address the topics that meet the needs of the state sponsor. Those completing the course should be able to apply the information received to inspecting more complex operations.

Audience: Federal, state and local regulators conducting inspections of retail food establishments.

Objectives: Upon completion of this course, participants will be able to:

1. Determine the food safety procedures and practices that would significantly prevent, minimize or eliminate the health risks associated with each pathogen.
2. Apply the basic understanding of HACCP Principles
3. Identify appropriate techniques and methods in applying HACCP Principles to routine inspections (firms with and without HACCP Plans)

Course Level: Intermediate to Advanced

Course Duration: 3 days

Contact Hours: 18 hours

CEU Credits: 1.8 (Application pending approval)

Enrollment is limited to 60

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
TBA	St. Louis, MO	Britney Wallace 573-751-6090	TBA
TBA	Lincoln, NE	George Hansen 402-471-2536	TBA
TBA	Columbus, OH	Jean Hayden 614-644-8653	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA

FOOD

FOOD PRESERVATION FD3009

Course Description: This course is designed for sanitarians, investigators, inspectors, and others having a responsibility for the inspection of canning and vacuum packaging operations. This course is a combination of Low Acid Canned Foods, Acidified Foods, and Vacuum Packaging courses. The similarities of the microbiology and the pathogens involved easily lend themselves to consolidation of these courses. The course will cover all methods of food packaging techniques for preservation at the processing and retail levels. Identification of packaging defects, metal and flexible containers determining the type of packaging (retort process, MAP, CAP, CAS) and other subjects. Course content can be tailored to meet the requirements of the sponsoring state. Lectures, discussions, workshops, and audio visual aids are the methods of instruction. A field trip to a retort processing operation can be included if possible.

Audience: Federal, state and local regulators conducting inspections of canning and vacuum packaging operations

Objectives: Upon completion of this course, participants will be able to:

1. Discuss the various means of food preservation
2. Identify the microbiological hazards associated with the various types of food preservation
3. Identify the different types of packaging used in the food processing industry

Course Level: Intermediate

Course Duration: 3-5 days

Contact Hours: 18 – 30 hours

CEU Credits: 1.8 – 3.0 (Application pending approval)

Enrollment is limited to 40

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
02/26-03/01/02	Anchorage, AK	Nancy Napolilli 907-269-7583	George Dawson 304-725-0167
05/21-23/02	Burlington, VT	Al Burns 802-863-7222	Jill Sooter 301-594-3786
08/06-08/02	Denver, CO	Roberta Boitano 303-692-3659	Jill Sooter 301-594-3786

FOOD

PREPARATION FOR RETAIL FOOD STANDARDIZATION FD3016

Course Description: The objective of this course is to help prepare Candidates (sanitarians, inspectors, investigators, and trainers) in a classroom setting for field Standardization and Certification of Retail Food Inspection/Training Officers. Also, Certified Inspection/Training Officers can in turn utilize the course curriculum and materials to train and standardize regulators within their jurisdiction. Course materials are expected to be available on CD-ROM for training by federal, state and local Certified Inspection/Training Officers.

The course focuses on “FDA Procedures for Standardization and Certification of Retail Food Inspection/Training Officers” and the application of knowledge for a standardized inspection process to enable the reduction and prevention of foodborne illness. Lecture, exercises, discussion, and problem solving are methods of instruction.

Audience: Federal, state and local regulators who are preparing for retail food standardization.

Objectives: Upon completion of this course, participants will be able to:

1. Describe the overall contents of the “FDA Procedures for Standardization and Certification of Retail Food Inspection/Training Officers.”
2. Identify and describe the criteria for the five performance areas in which the candidate will be evaluated during the certification process.
 - a. Good Retail Practices
 - b. Risk Based Inspection
 - c. Application of HACCP Principles
 - d. Inspection Equipment

Course Level: Intermediate to Advanced

Course Duration: 3 days

Contact Hours: 11 hours

CEU Credits: 1.1 (Application pending approval)

Enrollment is limited to 30

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
01/16-18/02	Waterbury, CT	Karen Rotella 860-713-6193	Jim Fear 301-594-2388



FOOD

FOOD SAFETY PARTNERSHIP (ALLIANCE) DEVELOPMENT FD 4050

Course Description: This facilitated workshop is designed to assist regulators, industry, academia and consumers in developing specific steps that they can take toward more effective food protection programs and alliances. Facilitators will guide participants through a practical planning process for food safety program leaders. All stakeholders (regulators, industry, academia and consumers) in the food programs should attend. This course uses facilitated group discussions and some lecture as methods of instruction. Participants will be expected to bring and share information about their particular program elements.

Audience: Participants should be involved in food program management at either the state or local level.

Objectives: Upon completion of this course, participants will be able to:

1. Identify the collective mission
2. Develop goals and objectives
3. Identify specific steps to take to reach desired goals and objectives
4. Develop and on-going plan for a self-renewing food safety program

Course Level: Advanced

Course Duration: 3 days

Contact Hours: 15

CEU Credits: 1.5 (Application pending approval)

Enrollment is limited to 40

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
07/16-18/02	Massachusetts	TBA	Michael Gillenwater 301-594-3857
04/09-11/02	Arizona	TBA	Michael Gillenwater 301-594-3857



FOOD

ELECTRONIC INSPECTION SYSTEM FD 2014

Course Description: This 2-½ day course will demonstrate to the student how to install and operate the Electronic Inspection System (EIS). It is a powerful software tool for regulatory agencies that have adopted the FDA Food Code. The Electronic Inspection System can be used in the management of inspectional data and to compile inspectional reports. The two integrated components, office and field, allows each agency to categorize establishments to provide for customized data analysis and reports. The data can be exported to analysis performance records or feed other information systems that are used by that agency. The field system stores inspection data and generates inspection reports that can be given to the establishment at the time of the inspection and sends reports back to the office system. This enables a two-way communication between the field and office.

Methods of instruction include lectures, discussions, audio visual aids and practical application in a computer laboratory.

Audience: Federal, state and local regulators conducting food inspections using the 1999 Food Code.

Objectives: Upon completion of this course, participants will be able to:

1. Install and operate the EIS system.
2. Demonstrate their knowledge of the EIS system by entering inspection data.
3. Generate field and office reports.

Course Level: Intermediate

Course Duration: 2 to 2½ days

Contact Hours: 10

CEU Credits: 1.0 (Application pending approval)

Enrollment is limited to 20

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
12/04-06/01	Bloomington, MN	Shirley Bohm 651-296-2627	George Dawson 304-725-0167
TBA	TBA	TBA	George Dawson 304-725-0167



MILK

LABORATORY EXAMINATION OF DAIRY PRODUCTS FD 3104

Course Description: This course is designed for technicians responsible for the microbiological examination of dairy products. Emphasis is given to those laboratory procedures that support the current “Grade A Pasteurized Milk Ordinance”.

Audience: Federal, state and local regulators conducting examinations of dairy products

Objectives: Upon completion of this course, participants will be able to:

1. Analyze official samples of milk for all required microbiological and chemical tests in accordance with the current edition of the Standard Methods for Evaluation of Dairy Products
2. Perform analysis of milk and milk products, correctly interpret the data and correctly record the results on the required applicable forms
3. Employ standardized laboratory techniques in laboratory analysis to insure uniformity both within and between other official laboratories

Course Level: Intermediate

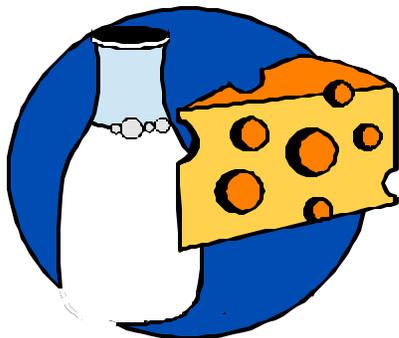
Course Duration: 3 days

Contact Hours: 18

CEU Credits: 1.8 (Application pending approval)

Enrollment is limited to 25

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
03/25-29/02	UC Davis, CA	Dr. John Bruhn 530-752-2192 Virgil Jones 708-728-4120	Richard Eubanks 301-594-3031



MILK

MILK PASTEURIZATION CONTROLS AND TESTS FD 3101

Course Description: Lectures, demonstrations, slides, case studies, and student presentations are used to develop the understanding and skills necessary to evaluate basic and complex pasteurization systems. The participants using pasteurizer controllers and instrumentation will perform hands-on practical sessions. When possible, a processing plant field trip is integrated into the training to demonstrate product flows and equipment testing.

Audience: Federal, state and local regulators conducting inspections and testing pasteurization systems of milk plants

Objectives: Upon completion of this course, participants will be able to:

1. Describe the function and installation requirements for each component used in modern pasteurization systems as stipulated in the course manual (Milk Pasteurization Controls and Tests) and the current edition of the Pasteurized Milk Ordinance.
2. Perform (in accordance with the course manual and Appendix I of the PMO), all the tests required for the various types of milk pasteurization systems.
3. Trace the product flow of pasteurization systems, using practical exercises such as case studies, and in-plant system evaluations, and be able to list and describe the controls required for each component

Course Level: Intermediate to Advanced

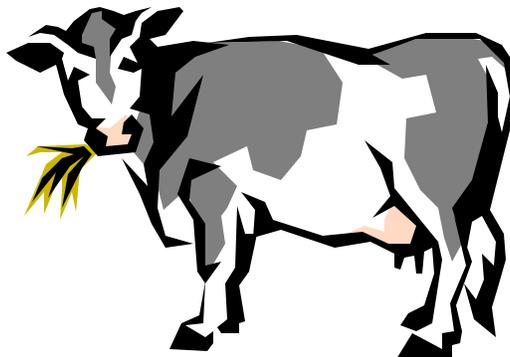
Course Duration: 4 – 5 days

Contact Hours: 20 - 25

CEU Credits: 2.0 – 2.5

Enrollment is limited to 40

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
03/11 – 15/02	Summit Argo, IL Moffet Center FDA Center for Food Safety	Cindy Lachin 301-594-3682	Richard Eubanks 301-594-3031



MILK

MILK PLANT SANITATION AND INSPECTION FD 3102

Course Description: This course was developed to provide the participant with the knowledge and skills necessary to evaluate and inspect the sanitary status of milk plants, using the current applicable sections of the current edition of the Pasteurization Milk Ordinance, 3A Sanitary Standards, and other applicable guidelines. Classroom discussions, exercises, audiovisuals and milk plant field trips help provide the participant with the following topic information: inspection techniques, equipment and process control, identifying chemical, biological and physical hazards, current quality assurance concepts and milk processing sanitary procedures.

Audience: Federal, state and local regulators conducting inspections of milk plants

Objectives: Upon completion of this course, participants will be able to:

1. Identify sanitation/public health violations in a milk processing plant and debit them under the correct PMO item using the current edition of the Milk Plant Inspection Form.
2. List and effectively explain the public health reason and administrative requirement for each “P” item listed under the Pasteurized Milk Ordinance relative to milk processing plant requirements.

Course Level: Introductory to Advanced

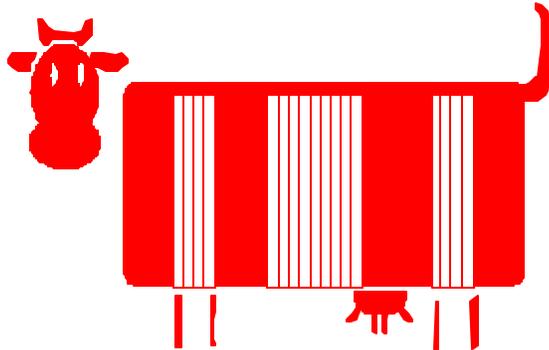
Course Duration: 4 – 5 days

Contact Hours: 20 - 25

CEU Credits: 2.0 – 2.5 (Application pending approval)

Enrollment is limited to 40

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
07/15-19/02	Fresno, CA	Kristen Dahl 916-654-1981	Richard Eubanks 301-594-3031



MILK

STATE MILK LABORATORY EVALUATION OFFICERS WORKSHOP (LEO) FD 3103

Course Description: This course is required for National Conference on Interstate Milk Shipments certification as a laboratory evaluation officer. Key topics include evaluation of milk laboratories

Audience: State laboratory evaluation officers, or candidates, who have been certified by the FDA/Laboratory Quality Assurance Branch or the State Milk Laboratory control agency.

Objectives: Upon completion of this course, participants will be able to:

1. Perform laboratory evaluations of milk laboratories that are to be used for official regulatory purposes
2. List and correctly demonstrate the requirements for milk sample collection procedures provided under the FDA/NCIMS sampling surveillance procedures
3. Complete all performance levels required by the Grade A Pasteurized Milk Ordinance and the Laboratory Evaluation Manual, current editions
4. Demonstrate a level of acceptable competence in evaluating analysts' performance of milk laboratory test methods described in Standard Methods for the Examination of Dairy Products and/or Official Methods of Analysis of the Association of Official Analytical Chemists

Course Level: Advanced

Course Duration: 4 days

Contact Hours: 20 - 25

CEU Credits: 2.0 – 2.5 (Application pending approval)

Enrollment is limited to 25

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
02/19 – 22/02	New Orleans, LA	Virgil Jones 708-728-4120	Richard Eubanks 301-594-3031

MILK

DARIY FARM SANITATION AND INSPECTION FD 3105

Course Description: Training modules include classroom discussion, exercises and dairy farm field trips emphasizing the sanitary requirements, inspection guidelines and methods to effectively evaluate compliance with current Grade A Pasteurized Milk Ordinance requirements

Audience: Federal, state and local regulators conducting inspections of dairy farms

Objectives: Upon completion of this course, participants will be able to:

1. Demonstrate through practical classroom and field trip exercises, an acceptable level of inspection competence and compliance with the dairy farm requirements as provided in the appropriate items of the current edition of the Pasteurized Milk Ordinance and identify the violations on the current Dairy Farm Inspection Form.
2. Demonstrate through written examination and class exercises an acceptable level of confidence in determining compliance with the current regulations and guidelines relative to the storage and use of animal drugs
3. Evaluate individual water supply systems on dairy farms and determine compliance with the ordinance and EPA regulations

Course Level: Introductory to Advanced

Course Duration: 4 – 5 days

Contact Hours: 20 - 25

CEU Credits: 2.0 – 2.5 (Application pending approval)

Enrollment is limited to 40

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
05/13 – 17/ 02	Tallahassee, FL	Gary Newton 850-487-1450	Richard Eubanks 301-594-3031



MILK

SPECIAL PROBLEMS IN MILK PROTECTION FD 5107

Course Description: Regulatory specialists, industry representatives, dairy consultants, and other authorities comprise the workshop instructional staff. This course meets the National Conference on Interstate Milk Shipments criteria for State Milk Rating Officers certification. Course content is advanced and is designed to meet specific needs of the State Milk Rating Officers. Previous workshops have included the following topics: aseptic systems, dry milk processing technology and standards, computerized systems, process engineering, milk laboratory issues, HACCP, NCIMS ratings issues and conference changes

Audience: State Milk Rating Officers conducting ratings of dairy farms and milk processing plants under National Conference of Milk Shippers guidelines and procedures

Objectives: Upon completion of this course, participants will be able to:

1. List and explain the current requirements and conference changes relative to conducting both state and federal ratings of NCIMS listed Grade A milk supplies
2. Demonstrate acceptable methods for collecting the field and administrative information and be able to accurately calculate Grade "A" Milk Sanitation and Enforcement Ratings using current NCIMS guidelines, including the "Procedures and Methods of Making Ratings of Grade A Milk Supplies"

Course Level: Advanced

Course Duration: 4 days

Contact Hours: 18 - 22

CEU Credits: 1.8 – 2.2 (Application pending approval)

Enrollment is limited to 40

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
08/05-09/02	Denver, CO	Dan Trimberger 303-692-3643	Richard Eubanks 301-594-3031
08/26–30/02	Harrisburg, PA	James Dell 717-787-4316	Richard Eubanks 301-594-3031



MILK

ADVANCED MILK PROCESSING FD 5108

Course Description: This course is designed for federal and state milk rating and regulatory personnel. The course content is generally “tailored” to meet the specific needs of the sponsoring state and region. Key topics may include aseptic systems, ESL and HHST systems, computer controls, packaging and filling technology, and advanced CIP systems.

Audience: Federal, state and local regulators conducting inspections of milk processing plants utilizing advanced milk pasteurization processing systems.

Objectives: Upon completion of this course, participants will be able to:

1. Evaluate compliance through classroom exercises or in-plant evaluations of advanced milk pasteurization/processing systems including but not limited to HHST, UP, and Aseptic Processing and Packaging systems.
2. Describe the controls necessary for both direct and indirect heating systems used in the pasteurization of milk products.
3. Describe the required tests applicable to advanced systems including direct and indirect heating systems.
4. Calculate minimum holding tube lengths using the tables provided in the current edition of the Pasteurized Milk Ordinance.

Course Level: Advanced

Course Duration: 4 days

Contact Hours: 18 – 22

CEU Credits: 1.8 – 2.2

Enrollment is limited to 40

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
04/15 – 19/02	Savannah, GA	Charles Murphy 404-656-3625/3627	Richard Eubanks 301-594-3031



SEAFOOD / SHELLFISH

INLAND SHELLFISH PROGRAM FD 1050

Course Description: This course is designed for state food or shellfish regulators. The course will address various aspects of shellfish sanitation and how it applies to inland states. The course will include classroom presentations about shellfish biology, shellfish related illnesses – who’s at risk; FDA State Cooperative Shellfish Programs – which states in the US participate; the ISSC, NSSP, FDA’s Food Code, inland states in the program, and the ICSSL and growing area’s/plant sanitation/patrol. The course will also have one day in the field where all participants will tour growing areas, ride with patrol wardens and visit a shucker/packer plant.

Audience: State food, shellfish or food/shellfish program personnel

Objectives: Upon completion of this course, participants will be able to:

1. Recognize shellfish and shellfish related illnesses
2. Participate in FDA’s “voluntary” State Shellfish Certification program
3. Determine why states will not be complying with the 2001 Food Code

Course Level: Introductory

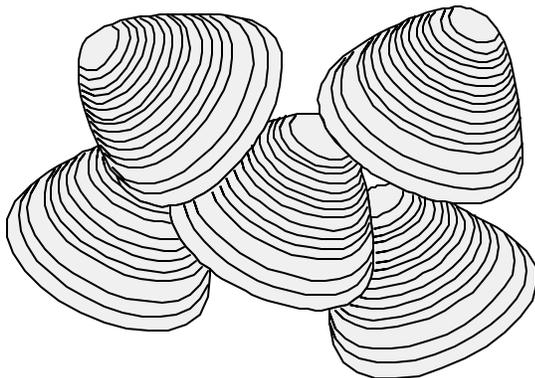
Course Duration: 4 days

Contact Hours: 20

CEU Credits: 2.0 (Application pending approval)

Enrollment is limited to 30

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
TBA	Galveston, TX	David Blevins 214-655-8100 x124	Sally Eberhard 301-594-3858



RADIOLOGICAL HEALTH

SELECTED TOPICS IN RADIOLOGICAL HEALTH RH 2003

Course Description: This course is tailored to meet the specific needs of the sponsoring states. Instruction will be a combination of classroom lecture, demonstration and “hands on” experience. Key topics include FDA laser standards, laser safety concerns, inspection of laser systems, FDA x-ray standards, digital x-ray exposure concerns, and inspection of digital x-ray systems.

Audience: Federal, state and local regulators conducting inspections of food processing establishments

Objectives: Upon completion of this course, participants will be able to:

1. Determine the hazards associated with radiation exposure
2. Identify the regulations governing different equipment used in hospitals
3. Determine the hazards associated with radiation exposure
4. Identify the regulations governing different equipment used in hospitals
5. Identify inspection requirements of various radiological equipment

Course Duration: 3 – 4 days

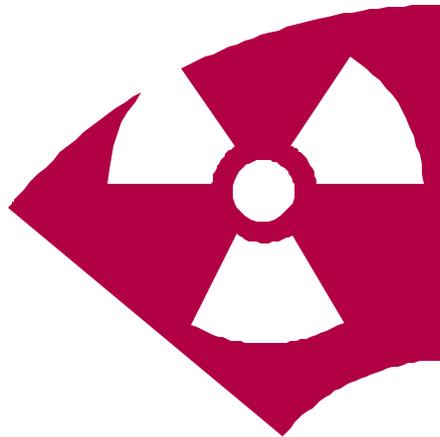
Contact Hours: 18 - 24

CEU Credits: 1.8 – 2.4 (Application pending approval)

Prerequisite: Students should actively involved in the inspection of radiological equipment

Enrollment is limited to 30

<u>Dates</u>	<u>Site</u>	<u>Registration Contact</u>	<u>STT Trainer</u>
TBA	TBA	TBA	George Dawson 304-725-0167



WEB SITES OF INTEREST

Centers for Disease Control and Prevention – <http://www.cdc.gov/cdc.htm>

The Educational Institute of the American Hotel & Motel Association – <http://www.eiahma.org>

Food and Drug Administration – <http://www.fda.gov>

National Restaurant Association – <http://www.restaurant.org>

Food Marketing Institute – <http://www.fmi.org>

NSF International – <http://www.nsf.org>

United States Department of Agriculture – <http://www.usda.gov>

Agricultural Marketing Service – <http://www.usda.gov/ams>

Animal and Plant Health Inspection Service – <http://www.aphis.usda.gov>

USDA Economic Research Service – <http://www.ers.usda.gov>

Food Safety and Inspection Service Home Page – <http://www.usda.gov/fsis>

Food and Nutrition Service – <http://www.fns.usda.gov/fncs>

Grain Inspection, Packers and Stockyards Administration – <http://www.usda.gov/gipsa>

National Agricultural Library – <http://www.nalusda.gov>

National Agricultural Statistics Service – <http://www.usda.gov/nass>

USDA/FDA Foodborne Illness Education Center –
<http://www.nal.usda.gov/fnic/foodborne/foodborn.htm>

To obtain a floppy of USDA/FDA Foodborne Illness Education Information Center, National Agricultural Library/USDA contact: 10301 Baltimore Blvd. Rm. 304, Beltsville, MD 20705-23511, (301) 504-5719
Fax: (301) 501-6409.

International Food Information Council – <http://www.ificinfo.health.org>

FDA Consumer – <http://www.fda.gov/fdac/399/toc.html>

President's Council on Food Safety – <http://www.foodsafety.gov/presidentscouncil>

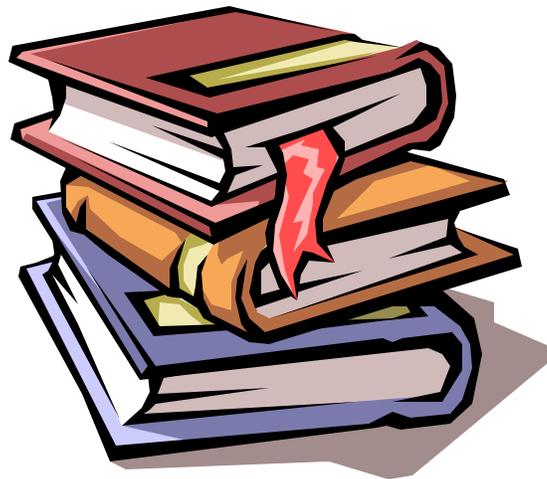
FDA/Division of Federal State Relations State Action Information Letter (S.A.I.L. updated quarterly) –
<http://www.fda.gov/ora.fedstate/default.htm>

FDA State Training Courses – <http://www.fda.gov/ora/training/course/ora.html>

Food Safety Training & Education Alliance – <http://www.foodsafety.gov/~fsg/fstea.html>

LIBRARY OF TRAINING MATERIALS

- Requests for training material are filled on a first-come/first-serve basis. Reservations for materials are not accepted. To be assured of receiving the materials requested your request should be submitted 60-90 days in advance. Those who submit short-dated request will most likely not receive the requested materials.
- A request form for you to Xerox and complete is located on the next page. The request must include:
 - a. Anticipated date of use and alternate date for each item. (ASAP is not an acceptable date of use. Requests with ASAP on them will be filled after requests with specific dates.)
 - b. A street as well as a mailing address
 - c. The names and catalog numbers of the items
 - d. Name and telephone number of the requestor
- Materials will be mailed out at least 7 days in advance of the date requested. All materials will be sent via priority mail. Requestor is advised to check the status of his/her order at least 7 days in advance.
- The Division of Human Resource Development (DHRD) reserves the right to refuse service to those who repeatedly return materials or equipment late, or repeatedly damage the material. **The requestor will be held financially responsible for missing or damaged materials.**
- Federal law protects copyrighted materials. The Division of Human Resource Development cannot grant permission to reproduce copyrighted materials.
- Any problems with orders should first be direct to the Division Librarian. If necessary, follow-up contact should be made to the Director of DHRD.



Audio/Visual Request Form

Name _____ Title _____
Last First (Initial)

Organization _____

Mailing Address _____

Street Address _____
(If different from mailing address – needed for UPS or express shipment(s))

(City) (State) (Zip Code) (Telephone number)

Use a separate sheet for each month's request

Catalog number	Name	Date Desired	Alternate

<p>Mail to: Library/Cindy Lachin Division of Human Resource Development U.S. Food and Drug Administration 5600 Fishers Lane, HFC-60 Rockville, MD 20857</p> <p>FAX to: Library/Cindy Lachin (301) 594-1966</p>	<p>I have read the policies and procedures for training materials in the catalog and I agree to all of the terms and conditions therein.</p> <p>_____</p>
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